

Course Specification Student Version

Course Title:	Dental Practice management -1
Course Code:	GDC 612
Department:	Dentistry
Program:	Bachelor of Dentistry
College:	Vision College in Riyadh
Institution:	Vision College in Riyadh
Revised:	July 2025

A. Course Identification

1. Credit hours: 2 (2+0+0)
2. Level/year at which this course is offered: Level 11/Year 6
3. Pre-requisites for this course (if any): GDC 312
4. Co-requisites for this course (if any): None

B. Teaching Methods

1	Lecture
2	Case-based learning

C. Course Description and Objectives

1. Course Description

This is theoretical course that will familiarize dental students with the basic knowledge of dental practice management. The course will cover the contemporary topics of dentistry as business principles, finance and communications in relation to dental practice.

2. Course Main Objective

The course will provide dental students with the basic knowledge in contemporary practice of dentistry as business. In which will prepare the dental student to establish dental practice and enable them to make the correct decisions as dental practice managers.

3. Course Objectives

By the end of this course, students should be able to:

- Define dentistry profession from business point of view
- Describe business knowledge related to dental practice
- Discuss communication management modules in practice management of dentistry
- List business office systems needed in the dental practice.
- Differentiate between communication skills including written and oral communication .
- Apply Critical thinking from a preventive perspective.
- Adherence to Ethical principle to prevent malpractice and litigation in dental practice.

D. Course Content

No	List of Topics
1	Types of managers, Management process and Management functions
2	The business of dentistry
3	Staff communication
4	Time management
5	Hiring practices
6	Patient management: Understanding patient needs and barriers to communication with patients.
7	Patient management: Reception room techniques and office policy
8	Marketing
9	Legal and ethical issues in dental business office: Definition of law, professional 1 standards and code of ethics
10	Legal and ethical issues in dental business office: Consent, Record management 1 and Invasion of privacy
11	Appointment management system
12	Dental insurance

E. Assessment Tools

#	Assessment task	Percentage of Total Assessment Score
1	Case-base Assessment	20%
2	Written Exam (Quizzes)	10%
3	Written Exam - Midterm	30%
4	Written Exam – Final	40%
	Total	100%

F. Learning Resources

Essential References	<ul style="list-style-type: none"> Managing Health Service Organization and Systems. 2014 Practice Management for the Dental Team, 7th Edition. 2016
Supportive References	<ul style="list-style-type: none"> None
Electronic Materials	<ul style="list-style-type: none"> www.slideshare.com www.dentaleconomics.com www.dentistryiq.com
Other Learning Materials	<ul style="list-style-type: none"> None